



**CITY OF LONG BEACH**  
EMPLOYMENT OPPORTUNITY  
**Community Information Specialist I**  
\$ 15.796 – 21.426 per hour  
**DEPARTMENT OF LIBRARY SERVICES**

**POSITION:**

The Department of Library Services has an immediate opening for a Community Information Specialist at the Main Library. Under the direct supervision of the Department Librarian, the Community Information Specialist will assist in writing newsletter articles, news releases, social media and website copy. The Community Information Specialist should be able to design and layout newsletters, fliers and web graphics to promote Department programs, services and facilities. The successful candidate will be a highly organized and self-sufficient individual who is trustworthy, tactful, flexible, and has excellent office skills.

**EXAMPLES OF DUTIES:**

- Provides creative approaches to design, marketing programs and services;
- Meets deadlines established for the production of graphic design assignments;
- Creates design and layout of various publications;
- Create images and other graphics for website and social media
- Produces coordinated graphic design for events and programs including flyers, posters, signs, T-shirt designs, print advertising, banners and billboards;
- Creates graphics or hand illustrations for special projects, maps displays, certificates, signs, flyers and brochures;
- May write and edit employee and community newsletters;
- May write and distribute press releases to publicize programs and services;
- May staff public information booths and make presentations to community groups;
- May assist with the creation of written marketing plans and publicity strategies.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Education equivalent to graduation from high school and one year experience in marketing community oriented programs and services;
- Strong interpersonal and communication skills;
- Ability to be flexible and easily handle varying work assignments and schedules;
- Ability to work with large groups of children, teens and adults in an active atmosphere;
- Ability to provide positive and consistent customer service to a diverse community;
- Ability to exercise professionalism and to combine tact, patience and a personable demeanor;
- Knowledge of library services;
- Strong computer skills (i.e. Internet, Microsoft Office, Adobe Photoshop, Illustrator and InDesign) and the ability to learn library related technology;
- A valid California Driver's License;
- Ability to work nights and weekends.

**DESIRABLE QUALIFICATIONS:**

- Bachelor of Arts degree from an accredited two-year college or four-year university;
- Knowledge and experience in graphic design, web design, television production, editing, and broadcast technology.

**APPLICATION PROCESS:**

Open to classified Community Information Specialists and those reachable on the current Civil Service eligibility list.

**This recruitment will close at 4:00 PM (Pacific Time) on Friday, January 15, 2016.** To apply for this opportunity, please submit a resume via e-mail to:

[LibraryRecruitment@lbpl.org](mailto:LibraryRecruitment@lbpl.org)

Include *Community Information Specialist* in the subject line of your e-mail. The most qualified candidates will be invited to participate in further selection procedures.

*Incomplete applications or those that do not meet the minimum qualifications will not be considered.*

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-6110. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.*